

**MINUTES OF THE BOARD OF LIBRARY TRUSTEES**  
OF THE VILLAGE OF HINSDALE  
September 22, 2009

President Delaney called the meeting of the Board of Trustees of the Hinsdale Public Library to order in the Meeting Room, Library Lower Level at 7:08 p.m. on Tuesday, September 22, 2009.

**Present:** Ms. Johanna Delaney, President; Mr. Jeff Finlay, Vice President;  
Ms. Nancy Weller, Secretary; Ms. Jan Letts, Trustee; Mr. Peter DeHaan,  
Trustee

**Also Present:** Ms. Lynn Elam, Executive Director; Ms. Tiffany Auxier, Assistant Director;  
Ms. Nancy Marvan, Office Manager, Mr. Jeff Lewandowski, IT Manager;  
Ms. Gretel Stock-Kupperman, MLS Library System

**Absent:** Mr. Joe LaManna, Treasurer; Ms. Mary Foster, Trustee

**ON A MOTION BY PETE DEHAAN AND SECONDED BY JEFF FINLAY, THE  
CONSENT AGENDA WAS APPROVED.**

**CITIZENS' COMMENTS**

None

**EXECUTIVE DIRECTOR'S REPORT**

Director Elam answered questions on her written report. She provided the board with the statistics from the youth and adult summer reading programs. Trustee Finlay questioned our presence on Facebook and suggested an adult program on social networking could be beneficial to the residents. The statistics included in the board packet implied the computer usage was trending down. She advised the board that the reporting capabilities from PC Reservation software are much more accurate than the Library's previous software application. Patrons are using their own laptops more often and the Library will soon be able to track usage on the Wi-Fi network once upgrades are completed.

- A. Gretel Stock-Kupperman, Metropolitan Library System (MLS) Budget Update  
Ms. Stock-Kupperman provided the board with a brief history of MLS. The main function of the Library system is to support member libraries in resource sharing, consulting and continuing education. She advised the board that due to the economic recession, their budget has been cut by 16% and explained the impact this would have on the members. Most of the changes will be made in the area of MLS staff reductions. Discontinuing reimbursements for materials that are lost or damaged in transit is the biggest change affecting members. While this is not a huge expense, the saving will be seen in the time it takes to administer these reimbursements. Members will see no changes in resource sharing or continuing education.
- B. Video Editing Station Demonstration  
Jeff Lewandowski, IT Manager, gave a demonstration of the new video editing station which was funded by the HPL Foundation. He explained some of its capabilities and answered questions from the board. He has been training staff on its use and smoothing out minor glitches as they arise. Patrons requesting to use this equipment will be provided with one-on-one training by appointment. The station will have a soft roll out with the plan to for a large promotion before the next Film Fest.

## **PRESIDENT'S REPORT**

- President Delaney advised the trustees that the resolution consolidating reserve funds has been tabled until the October meeting.
- Jan Letts and Pete DeHaan have joined Johanna on the Ad-Hoc committee to review the employee handbook.
- President Delaney advised the board on the outcome of the Friends book sale and thanked all volunteers for their help.
- President Delaney attended the Illinois Poet Laureate program and enjoyed it very much. Adult programming will be reviewed in the coming year and will be discussed at the January board meeting.

## **TREASURER'S REPORT**

The report was reviewed and questions answered. Jeff Finlay requested that the treasurers' report show month to month, rather than year to date comparisons. Director Elam will request this from the village.

## **COMMITTEE REPORTS**

### **A. Facilities**

The Facilities Committee did not meet. They will schedule a meeting to discuss proposals for modification to the lighting system as requested by the Hinsdale Public Library Foundation.

### **B. Finance & Personnel**

The Finance Committee did not meet. Although the Library bylaws state that the Finance and Personnel committee are responsible for the handbook, President Delaney decided to create an ad-hoc committee to address these revisions as the project is extensive.

### **C. Library Policies**

The Policy Committee met and continues to review and revise the bylaws.

### **D. Foundation**

The Foundation met today at 8:30 am. They are finalizing the Dining at Dewey invitation. The pricing is \$150 per person or a table of eight for \$1000. They plan to establish a PayPal account to accept funds electronically. Director Elam will provide the Foundation with a copy of last year's mailing list. The invitations will also be sent electronically.

### **E. Friends**

The Friends rescheduled their next meeting for September 29th.

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### **A. Per Capita Grant Application FY2010**

Director Elam gave a brief explanation of the per capita grant. She explained that the Library has to complete certain tasks throughout the year to be eligible for this grant. It is based on population and averages \$1.25 per person. The Library receives approximately \$22,000.00 per year.

**ON A MOTION BY JEFF FINLAY AND SECONDED BY NANCY WELLER, THE PER CAPITA GRANT WAS APPROVED.**

B. Laura DeHaan Employment

Laura DeHaan has been employed by the Library as a page since June of 2008. The Library policy states that no employee should be related to a member of the Library board. The board, however, can authorize the employment by means of a formal resolution during a convened board meeting. Pete DeHaan is requesting that his daughter be allowed to remain an employee of the Library.

**ON A MOTION BY JEFF FINLAY AND SECONDED BY JAN LETTS, LAURA DEHAAN WAS APPROVED TO REMAIN AN EMPLOYEE OF THE HINSDALE PUBLIC LIBRARY.**

C. President Ratification-Policy Committee

According to the Library's bylaws, President Delaney needs board approval to serve and chair the policy committee.

**ON A MOTION BY JEFF FINLAY AND SECONDED BY JAN LETTS, THE PRESIDENT RATIFICATION WAS APPROVED ALLOWING PRESIDENT DELANEY TO SERVE ON THE POLICY COMMITTEE.**

D. ByLaws Review

President Delaney provided the board with a written summary of proposed changes to the bylaws.

**CITIZEN'S COMMENTS**

None

**ADJOURNMENT**

**ON A MOTION BY JEFF FINLAY AND SECONDED BY PETE DEHAAN, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 9:35 P.M.**

Respectfully submitted by Nancy Marvan, \_\_\_\_\_  
Nancy Weller, Secretary